

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India : Ministry of Home Affairs)
Shivrampalli, Hyderabad – 500 052.

No.15011/28/2022/Estt/A2-2440

Dated, 12th Oct, 2022.

NOTICE INVITING APPLICATIONS (OUTSOURCING)

Applications are invited from eligible individuals for filling up following vacant posts in Sardar Vallabhbhai Patel National Police Academy, Hyderabad – 500 052, Telangana, **purely on outsourcing basis for a period upto 31.03.2023** or till filling up the post on regular basis, whichever is earlier.

Sl. No.	Name of the post	Number of vacancies
1.	System Administrator	01
2.	Photographic Officer	01
3.	Junior Translator	01
4.	Assistant (Ministerial)	01
5.	Laboratory Technician	01
6.	Stenographer Grade.II	02

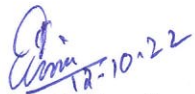
2. Pay and other eligibility criteria of these posts are mentioned in **Annexure-I**. **The terms and conditions for appointment are as under:**

- (i) The appointee will not be entitled for any kind of regular leave except 8 (eight) days Casual Leave on pro-rata basis i.e. one for every 45 days in the calendar year. The leave of the retired Govt employee shall be regulated as per DoPT instructions.
- (ii) The contractual appointee shall not be entitled for residential accommodation, transport facility, CGHS, Medical reimbursement etc
- (iii) Medical facilities to the appointee and his/her spouse including minor children will be provided in the SVPNPA Hospital only. No referral facility will be extended to appointee and his/her applicable family members.
- (iv) The contract appointment will not bestow on him/her any right for claiming regular appointment in the Academy.
- (v) The Academy reserves the right to cancel the entire selection, without assigning any reasons and without incurring any liability thereof.
- (vi) The employer (SVP NPA) can modify, add, delete and amend/change about terms and conditions.

3. The format of application is enclosed. Filled-in application of eligible candidates should be addressed to the **Assistant Director (Estt.I), SVP National Police Academy, Shivarampalli, Hyderabad – 500 052 (Telangana)** to reach there **by post on or before 28/10/2022** along with requisite copies of certificates below:

- i. Certificates of Educational, Technical Qualification(s), date of birth.
- ii. Experience Certificate(s)
- iii. **For retired govt servants** - Pension Payment Order, Copy of Identity Card issued by the employer at the time of retirement and Last Pay Certificates as on date of retirement.

Note: Incomplete/incorrect/unsigned applications and applications sent without the copies of required documents/photo shall be rejected.


(K.Sainath Goud)
Administrative Officer (Estt)

Copy to the Programmer with a request for uploading the advertisement in Academy's website .

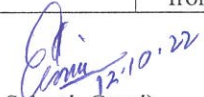
Notice inviting applications in Sardar Vallabhbhai Patel National Police Academy Hyderabad for filling up following posts on outsourcing basis .

Sl	Name of the post	Total vacancy	Pay/ Remuneration	Education qualification & experience.	Nature of duty
1	System Administrator	01	<p>(i) Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension before commutation, plus Transport allowance shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. No dearness allowance shall be allowed during the term of the contract.</p> <p>(ii) Pay for other than retired personnel will be Rs.1,18,645 /- p.m. The remuneration fixed will not be changed.</p>	<p>Essential (I) Officers retired from under the Central/State Governments after holding:- (i) analogous post on regular basis or (ii) 05 years regular service in Level-9 (Rs. 56,100-1,77,500/-) of the Pay Matrix in the Job Profile similar to System Administrator or (iii) 10 years regular service in Level-7 of the Pay Matrix in the job profile similar to System Administrator. (II) For other than retired officers: Qualification: BE or B.Tech in Computer Engineering or Computer Science or Computer Technology from a recognized University or Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University Work Experience for both Essentials: (i) Five years of working experience in IT industry with at least 3 years of hands-on experience in the field of cyber security in a reputed large scale enterprise. (ii) Any certification pertaining to the field of Cyber security. Desirable: 1.Experience in handling of <ul style="list-style-type: none"> • VM ware and Virtualization. • System administration with different popular operating system (Windows & Linux) and different types of server and client hardware installation. • Network Administration (WAN, LAN, WLAN) • Information Security. • Application Security. • Vulnerability Assessment and Network Security Auditing. 2.Experience in designing, development and implementation of IT security policies in accordance to the ISO27001 specification for an information security management system (ISMS) and various guidelines of Government of India from time to time. Experience in the handling and maintenance of large scale networks with more than 1000 nodes, multiple servers and applications.</p>	<p>i) He/She will be responsible for all day-to-day system administration related work of LAN and Wifi infrastructure along with all software applications hosted on Academy's servers.</p> <p>(ii) He/She will ensure Network and Data security by leveraging best information security practices adopted by Indian IT Sector.</p> <p>(iii) He/She will monitor all System Logs of NPA Servers and Nodes and issue alerts to all concerned to mitigate these threats at the earliest.</p> <p>(iv) He/she will supervise the work of Web Administrator and Network Administrator.</p> <p>(v) He/she will liaise with all AMC and annual support vendors providing annual support services and updates to all hardware and software so that, all latest software updates are implemented by them.</p> <p>(vi) Any other duty assigned to him/her by the competent authority.</p>

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2.	Photographic Officer	01	<p>(i) Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension before commutation, plus Transport allowance shall be allowed not exceeding the rate of applicable to the appointee at the time of retirement. No dearness allowance shall be allowed during the term of the contract.</p> <p>(ii) Pay for other than retired personnel will be Rs.77113 /- p.m. The remuneration fixed will not be changed.</p>	<p>Essential:</p> <p>(I) Officers retired from the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertaking or Universities or Recognised Research Institutes after holding:</p> <p>(a)(i) analogous posts on regular basis in the parent cadre or department; or (ii) With five years regular service in posts in Level-6 in the Pay Matrix (Rs.35400 – 112400/-), and (b) possessing the following educational qualifications and experience:</p> <p>(i) Diploma in Photography or Cinematography from a recognised University or Institution. (ii) Minimum five years experience in Photography (Color or Feature)</p> <p>(II) For other than retired officers: possessing the following education qualifications and experience:</p> <p>(i) Diploma in Photography or Cinematography from a recognised University or Institution. (ii) Minimum five years experience in Photography (Color or Feature)</p>	<p>(i) He will be in charge of the Photography Unit and would supervise working of the staff placed under photography unit. (ii) To ensure that all the events of the Academy are covered through Videography and photography as the orders issued from time to time. (iii) To supervise photo and Video editing work. (iv) To effectively distribute the work to all the staff, cameraman of the section and support them in completing the work properly. (v) Maintenance of photo and video files on the system provided to the unit and on the server in an organized way. (vi) Maintenance of photo studio and upkeep of all the photography equipments. (vii) Prepare and submit draft proposals for upgrading the facilities, purchase of new equipment, and repair of existing equipment related to photography unit. (viii) Ensure proper/regular display of photographs on the display board maintained by photography section. (ix) Provide necessary facilities for the functioning of camera club of the Academy. (x) Any other work assigned by the faculty/ Assistant Director/ Deputy Director/ Joint Director/ Director. (xi) Supervise working of the Dark Room attendant and the Studio Attendant.</p>
3.	Junior Translator	01	<p>i) Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension before commutation, plus Transport allowance shall be</p>	<p>Essential:</p> <p>1. (i) Master's degree of a Govt University or Govt recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. OR</p>	<p>1. He/She will translate/type various publications of official journals, books, forms, circulars, manuals, articles, office/departmental orders, official letters etc, from English</p>

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			<p>allowed not exceeding the rate of applicable to the appointee at the time of retirement.</p> <p>No dearness allowance shall be allowed during the term of the contract.</p> <p>(ii) Pay for other than retired personnel will be Rs.61,818 /- p.m.</p> <p>The remuneration fixed will not be changed.</p>	<p>(ii) Master's degree of a Govt University or Govt recognised University in English, with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. OR</p> <p>(iii) Master's degree of a Govt University or Govt recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level OR</p> <p>(iv) Master's degree of a Govt University or Govt recognised University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR</p> <p>(v) Master's degree of a Govt University or Govt recognised University in any subject other than Hindi or English , with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND</p> <p>Recognised Diploma or certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in any Central or state Government including Government of India undertakings.</p> <p>Desirable: Computer operating knowledge in both Hindi and English.</p>	<p>to Hindi and vice versa.</p> <p>2. He/She will ensure use /promotion of Hindi language.</p> <p>3. He/She will assist Hindi Officer/Instructor in implementation of work in official language policy and in organising Hindi meetings and Hindi workshops.</p> <p>4. He/She will act as Liaison officer for Hindi teaching scheme.</p> <p>5. He/She will maintain files and records relating to Hindi section.</p> <p>6. He/She will perform such other duties in his/her respective functional sphere as may be assigned to him/her from time to time by his/her superior officers.</p>
4.	Assistant (Ministerial)	01	<p>Fixed monthly remuneration/leave etc shall be admissible as per Govt of India, Ministry of Finance, Department of Expenditure OM No.3-25/2020-E.III.A dated 9.12.2020</p>	<p>Essential:</p> <p>(i) Officials retired from Government service holding analogous post on regular basis in Ministerial Cadre in Level-6 in the Pay Matrix and above. OR</p> <p>(ii) Retired Government Upper Division Clerk with 10 years regular service in Level-4 in the pay matrix.</p>	<p>(i) The incumbent will assist Admn. Officer and Supdt in General Supervision and Management of the section.</p> <p>(ii) He will work under Superintendent (Ministerial), Adme Officer and perform the duties as allocated by the competent authority.</p> <p>(iii) Assigning task to LDCs & UDCs and subsequent follow up to ensure expeditious disposal of work.</p> <p>(iv) Any other work assigned from time to time.</p>

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5.	Laboratory Technician	01	<p>i) Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension before commutation, plus Transport allowance shall be allowed not exceeding the rate of applicable to the appointee at the time of retirement. No dearness allowance shall be allowed during the term of the contract. (ii) Pay for other than retired personnel will be Rs.61, 818 /- p.m. The remuneration fixed will not be changed.</p>	<p>i) B.Sc (Medical Lab Technology) from recognised Institution; [Or] ii) B.Sc (Physics/ Chemistry/ Mathematics / Biology) with Diploma (Medical Lab Technology) from recognised Institution [Or] (iii) B.Tech (Bio Technology) with Diploma (Medical Lab Technology) from recognised University. (iv) Should possess one year experience in Govt. Medical Laboratory. Desirable: Ability to use computers – Hands on experience in office applications, spread sheets and presentations.</p>	<ol style="list-style-type: none"> Working under the supervision of Doctors. Collection of blood samples and other specimens for analysis. Analyzing and preparing blood reports and reports of other collected specimens. Maintaining the records of the patients who come to the Laboratory. Operating and calibrating equipments. Documents information by maintaining daily logs and equipment record books. Delivering test results to Physicians.
6.	Stenographer Grade.II	02	<p>i) Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension before commutation, plus Transport allowance shall be allowed not exceeding the rate of applicable to the appointee at the time of retirement. No dearness allowance shall be allowed during the term of the contract. (ii) Pay for other than retired personnel will be Rs.45,879 /- p.m. The remuneration fixed will not be changed.</p>	<p>Essential :</p> <ol style="list-style-type: none"> 12th class pass or equivalent from a Government recognized Board or university; <p>And</p> <p>(ii) Skill test norms: Dictation: 10 minutes @ 80wpm; Transcription: 50 minutes (English) on computer. Desirable: i. One year working experience as Stenographer</p>	<ol style="list-style-type: none"> He/She will take dictation in shorthand and transcribe it. He/She will be responsible for typing of essential or confidential / secret documents including other typing work as considered necessary. He/She will attend telephone calls and receive visitors who come to meet the officer. He/She will keep a list of engagements, meetings, tours, etc. and remind the Officer well in advance about them. He/She will keep a note of the movement of files. He/She will assist the officer in training related activities. He/She will do any other work assigned by the officer from time to time.


 (K.Sainath Goud)
 Administrative Officer (Estt)

APPLICATION FOR POST OF IN
SVPNPA, HYDERABAD ON OUTSOURCING BASIS

1.	Full Name (in BLOCK letters) :	Latest Passport size photograph
2.	Father's Name :	
3.	Date of birth & Age :	
4.	Nationality :	
5.	Religion , Caste	
6.	Educational Qualifications :	
	a) Academic (copy of documents be attached)	
	b) Technical (copy of documents be attached) :	
7	Speed in Shorthand and Typewriting (copy of documents to be attached) :	Shorthand : English: _____ wpm Typewriting : Lower /Higher
8.	Address:	
9.	Experience Serving / Retired (Give details and also attach connected documents with copy of PPO of retired personnel)	
10.	Date of retirement under Central/ State department :	
11.	Whether Educational and other qualification required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) qualification / experience possessed by the officer. :	
12.	Nature of present employment, i.e adhoc or temporary or permanent :	
13.	Phone / Mobile Number :	
14.	E-mail address :	
15.	Extra Curricular activities :	
16.	Language(s) known :	
17.	Any other information :	

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after test/interview, my candidature will stand cancelled and all my claim for recruitment forfeited. I also understand that if at any stage I am found to have used unfair means in the written examination/test or to have violated any of the rule/regulation governing the conduct of selection process, my candidature can be cancelled or be declared to have been failed by the selection board at its sole discretion.

Place:

Date:

Signature of Candidate